

# Notice

Effective September 1, 2004, the Northern District of Indiana Bankruptcy Court will institute new procedures regarding Point of Sale transactions.

Pursuant to the Third Amended Order Authorizing ECF, all filers must pay applicable court filing fees at the time of filing under the procedures established by the Clerk. On December 1, 2003, the court began processing fees using Point of Sale technology. The following procedures further implement this technology:

- Beginning September 1, 2004, filers must pay their fees using the Point of Sale pop-up window which appears after a document is filed with the court
- Required filing fees must be paid at the time of filing. If fees are not paid after 48 hours, the system will place the electronic filer into automatic “lock out”
- Once a filer is in a “lock out” status in the system, future actions are immediately restricted to:
  - ◆ Paying the outstanding fees
  - ◆ Accessing PACER
  - ◆ Querying a case
- The system will not allow you to file new documents until the outstanding fees are paid

**Please note:** As described in prior instructions regarding Point of Sale, the receipt field box **must** be left blank.

Additionally, on September 1, 2004, the ECF system will switch to a new electronic payment program. Current Point of Sale users will notice some screen view changes, but otherwise should not notice any major differences. The new system will require you to complete some payment fields, indicated by asterisks, as well as an authorization field. The attached screen prints are provided for your convenience. A confirmation email will be sent to you upon completion of the summary and authorization information. (*See sample attachment*)

For those using private bankruptcy software which does not allow the user to pay the fees at the time of filing, such users are expected to pay their fees by going into the ECF system and selecting from the Utilities menu, Internet Payments Due. This will execute the Point of Sale pop-up window.

If you experience any technical difficulties, please contact the court's technology staff at 574-968-2240, or the court's ECF Project Manager, Michael Stewart at 574-968-2255.

## Enter Payment Information

Cardholder Name:	George Harrison *	<b>Plastic Card Payment Steps</b>  1. Select Payment Type 2. <b>Enter Payment Information</b> 3. Authorize Payment / Payment Summary 4. Payment Confirmation
Address:	555 S. Main St. *	
Address 2:		
City:		
State:	----- -- Province / OR- Region / - County:	
Country:		
(Instead of state, if necessary)		
Zip Code:	46601 *	
Card Type:	Visa *	
Card Number:	4111111111111111 *	
Security Code:		
Expiration Date:	January / 2007 *	
Payment Amount:	\$209.00 *	
<p>A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.</p> <p><input type="button" value="Continue"/> <input type="button" value="Quit"/></p>		

## Payment Summary and Authorization

Cardholder Name: George Harrison  
Address: 555 S. Main St.  
Address 2:  
City:  
State:  
Country:  
Zip Code: 46601  
Card Type: Visa  
Card Number: \*\*\*\*\*1111  
Expiration Date: 1 / 2007  
Payment Amount: \$209.00  
Current Date and Time: 08/05/2004 01:36 PM

## Plastic Card Payment Steps

1. Select Payment Type
2. Enter Payment Information
- 3. Authorize Payment / Payment Summary**
4. Payment Confirmation

## Authorization\*

☒ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

## Confirmation Receipt Request

To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Re-enter Email Address to

Confirm:

**Make Payment**

**Edit**

**Cancel**

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.